

Request for Proposal

Senior Community Service Employment Program

Issuing Office:

***** Department of Human Services

Division of Aging and Adult Services

Request for Proposal (RFP) #

Date of Issuance – December 10, 2006

I. ISSUE AND TIMELINE INFORMATION

- A. **ISSUING OFFICE:** This Request for Proposal is issued for the State of ***** by the Department of Human Services (the Department), Division of Procurement for the benefit of the Division of Aging and Adult Services (the Division). The Division of Procurement is the **SOLE** point of contact concerning this RFP. All communication must be done through the Division of Procurement.
- B. **INVITATION TO SUBMIT PROPOSALS:** The State of ***** is posting this RFP on the BIDS system so that firms that have an interest may submit a proposal in accordance with terms of this RFP. Please read and be aware of the administrative information attached to this RFP.
- C. **PURPOSE:** This RFP provides prospective firms with sufficient information to enable them to prepare and submit proposals for consideration to satisfy the need for expert assistance in the completion of the goals of this RFP.
- D. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- E. **SCHEDULE OF ACTIVITIES:** **TIMELINE (Local Time)**

		TIME	DATE
1	RFP PUBLISHED ON BIDS WEB PAGE		12-11-06
2	PROSPECTIVE FIRMS WRITTEN INQUIRY DEADLINE (NO WRITTEN QUESTIONS WILL BE ACCEPTED AFTER THIS DATE) See Administrative Information Section A for inquiry details. Email Inquiries:		01/15/07
3	PROPOSAL SUBMISSION DEADLINE	1:00pm	02/23/07
4	PROPOSAL SELECTION (ESTIMATED/WEEK OF)		3-10-07
5	CONTRACT FINALIZED (ESTIMATED/WEEK OF)		5-17-07
6	CONTRACT PERIOD: ESTIMATED 7/01/2007 TO 6/30/2012 (including all options to renew)		

SUBMIT TWO ELECTRONIC VERSIONS OF YOUR PROPOSAL ON CD, ONE HARD COPY ORIGINAL (marked "ORIGINAL") AND THREE (3) HARD COPIES OF THE PROPOSAL IN A SEALED PACKAGE.

THE ANTICIPATED INITIAL TERM OF THE RESULTING CONTRACT IS JULY 1, 2007 THROUGH JUNE 30, 2008. AT THE END OF THAT INITIAL TERM, THE CONTRACT MAY BE RENEWED FOR UP TO FOUR (4) ADDITIONAL ONE-YEAR PERIODS, AT THE SOLE DISCRETION OF THE STATE, CONTINGENT UPON FUNDS BEING APPROPRIATED, BUDGETED, AND OTHERWISE MADE AVAILABLE AND OTHER CONTRACTUAL REQUIREMENTS, IF APPLICABLE, BEING SATISFIED.

II. GENERAL INFORMATION

- A. **Information for Respondents** - The Senior Community Service Employment Program (SCSEP) is funded under Title V of the Older Americans Act (OAA) Amendments of 2000, PL 106-501, 42 U.S.C., Section 3056 et seq. The SCSEP regulations delineate the specific Program requirements. SCSEP regulations can be found at www.doleta.gov/seniors/. SCSEP is a program administered by the U.S. Department of Labor that serves unemployed individuals ages 55 and older whose incomes do not exceed 125% of the most recent federal poverty guidelines and have employment prospects by placing people in part-time community service positions and by assisting them to transition to unsubsidized employment. Eligible individuals that participate in SCSEP are reimbursed the State minimum hourly wage for a minimum of 20 hours per week at a community service assignment. Community service means social, health, welfare, educational, legal, recreational, and other services that are essential and necessary to the community. Community service assignments can only be with organizations and agencies that are public agencies operated by public and private non-profit agencies with certification under Section 501 (c) (3) of the Internal Revenue Code. SCSEP also fosters individual economic self-sufficiency and increases the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

The ***** Department of Human Services announces the availability of SCSEP grant funds and opens the competitive selection process for potential applicants representing public or private non-profit organizations for the purpose of operating the SCSEP in parts of *****.

III. SCOPE OF SERVICES – SERVICES REQUIRED

The program requirements are set forth under Subpart C, Grant Operations, contained in 20 CFR Part 641. To access the federal regulations on the web, go to <http://www.doleta.gov/Seniors/>.

A. PERFORMANCE GOALS

The following Performance Goals have been identified by the U.S. Department of Labor and are in effect for this grant cycle. The statewide goals for the SCSEP program are negotiable with the federal SCSEP program, thus are subject to change at the subgrantee level (*Note: in this context, subgrantee refers to the successful bidders of this RFP*).

1. Placement Rate Goal of 32%

The Placement Rate will be calculated by dividing the number of SCSEP participants placed in unsubsidized employment by the number of each subgrantee's authorized community service positions. Consistent with the Older American Act (OAA) Amendments, placement may be in either full or part-time employment. A placement requires 30 days of employment, not necessarily continuous, with one or more employers within the first 90 days of exit from SCSEP for unsubsidized employment. Each day that a participant is on the payroll of an employer counts towards the 30-day requirement, regardless of whether the participant actually performs services on that day. Thus, a participant who exits SCSEP for unsubsidized employment on September 1 and remains employed with the same employer through September 30 has achieved a placement.

2. **Service Level Goal of 168%**

The Service Level is defined as the number of a subgrantee's participants divided by the number of the subgrantee's authorized positions.

3. **Service to Most-in-Need Goal of 67%**

Persons who are "most-in-need" are defined as those who:

- a. Have an income level at or below the federal poverty line; (OAA sec. 102(27));
- b. Have physical or mental disabilities; language barriers; and cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that restricts the ability of the individual to perform normal daily tasks, or threatens the capacity of the individual to live independently; or (OAA sec. 102(28));
- c. Have poor employment history or prospects; and
- d. Are over the age of 60. The U.S. Department of Labor has determined that Service to Most-in-Need will reflect the percentage of total participants who are at least 60 years old and who meet at least one additional criterion from the following: an income at or below the poverty level; physical or mental disabilities; language barriers (limited English proficiency or literacy); cultural, social, or geographical isolation; poor employment history or prospects (for example, displaced homemakers); or other social barriers.

4. **Retention Rate Goal of 79%**

Section 513(b)(3) of the OAA Amendments requires performance indicators to include "placement into and retention in unsubsidized public or private employment." The Department decided to treat these two outcomes separately. The OAA Amendments define "retention in public or private unsubsidized employment" in section 514(c)(2)(B) as: "full- or part-time paid employment in the public or private sector by an enrollee under this title for 6 months after the starting date of placement into unsubsidized employment without the use of funds under this title or any other Federal or state employment subsidy program." The U.S. Department of Labor plans to measure retention at six months by determining which participants who have been placed into unsubsidized employment are employed by any employer on the 180th day after first starting unsubsidized employment with any employer.

B. POSITIONS AVAILABLE

The number of positions per area and the number of positions that will be budgeted for will be:

Metro Area	70
Southeastern *****	52

For ease and efficiency of contract management, the State prefers that contractual agreements be limited to one or two sub-grantees for the Denver Metro area and one sub-grantee for Southeastern *****:

** Metro Area has 70 authorized positions in the following counties:

** County	9
** County	9
**County	5
**County	5
** County	1
** County	32
** County	1
** County	7
**t County	1
Total	70

Southeastern ***** has 52 authorized positions in the following counties:

** County	4
**County	5
**s County	4
** County	6
** County	1
**County	3
** County	8
** County	8
** County	5
**County	7
** County	1
Total	52

C. DATABASE REQUIREMENTS

Grantees must have the capability to utilize the program specific database for compilation and management of participant records and other information. This database is essential for reporting data to the federal SCSEP program. For more information regarding the database go to:

<http://scsep.mathematica-mpr.com/>.

IV. CONTENT OF PROPOSAL

A. MANAGEMENT

The proposal must be organized in the following order, with the inclusion of all required supporting documentation.

1. Cover letter summarizing proposal
2. Description of the Proposing Entity
 - a. Describe in detail the purpose of the proposing agency, programs operated and funding sources. Include the date the organization was founded, advisory board structure, function, and description of membership.
 - b. Describe your experience with employment and training programs.
 - c. Describe your experience in working with older adults. If none, how and when will you develop and provide these skills to your staff?
 - d. Describe your experience with completing vocational assessments, plan development, and job search activities.
3. Description of the Agency and Project Administration
 - a. Organizational Structure: Describe the organizational structure of the agency, including a description of the purpose and function of each organizational unit including the unit that will be connected with the SCSEP program.
 - b. Staffing Pattern: Describe how the SCSEP unit will be staffed. Indicate the amount of time to be designated for each staff position assigned directly to the SCSEP program. Include job descriptions for SCSEP project staff.
 - c. Training of Staff: Describe the agency policy for staff training and describe the training that will be used to improve the knowledge, skills and abilities of the SCSEP staff.
 - d. Staff Resumes: Provide resumes of all staff who will be directly involved with the administrative and/or programmatic responsibilities regarding the SCSEP program.
4. Fiscal Management System

Describe the fiscal management system for your agency. Describe in detail how the financial aspects of the SCSEP will be managed, including: how time cards for participants will be approved and payroll will be processed, who will prepare the monthly financial reports, how fiscal reports will be prepared on an accrual basis, and the frequency of payroll dates.

5. Project Evaluation Process

Describe how the internal project evaluation will be accomplished, who will be responsible for evaluation, what criteria will be used, and what methods will be used to prescribe remedial action when necessary.

6. Advisory Committee Involvement (for SCSEP)

Describe the planned involvement of the Agency Advisory Committee with regard to the SCSEP program.

7. Copies of the Following Documents: If not available, please explain.

- a. Agency organization chart which shows each division or component and their relationship to each other.
- b. Participant Complaint Resolution. Entity will provide procedures defining the process for resolving any issue arising between the host agency and participant.
- c. Annual Report, CPA Report, or other reports, which document the financial status of the agency.
- d. Written procedures for the evaluation of individual program activities (or a copy of the document used for evaluation). An example is outreach activities.
- e. Federal non-profit status documentation.

B. TECHNICAL

The narrative should be concise, relevant, and provide a clear explanation of the proposed project. Avoid reiteration of SCSEP regulations. The following must be addressed:

Project Approach/Plan of Action

Provide a clear and concise description of each project function or activity listed below, assuring adherence to SCSEP regulations and enabling the reviewers to clearly ascertain how the project will be implemented.

- 1. Recruitment and Selection of Participants: Describe the methods and resources that will be used to recruit project participants. Describe specific methods and resources for assuring equitable participation of minorities and persons with disabilities as well as those with greatest economic need. Describe coordination efforts with One Stop Job Centers.
- 2. Certification for Eligibility for Initial and Continued Enrollment: Describe the process and schedule for re-certifying all participants and the action to be taken when participants are found to be ineligible for continued enrollment.

3. Orientation for Participants and Host Agencies: Describe participant and host agency/work-site orientation procedures to be used. Include who will provide orientation, when, how, and what information will be provided verbally as well as in writing.
4. Assessment and Reassessment of Participants: Describe the procedures to be followed when assessing participant skill level, job readiness, job preferences, potential for transition into unsubsidized employment and supportive service needs. Indicate who will perform the assessments, how frequently they will be completed and how this information will be documented.
5. Individual Employment Plan (IEP): Describe how you will document that the IEP was developed in partnership with the participant and that it reflects the needs of the participant as indicated by the assessment, as well as the expressed interests and desires of the enrollee.
6. Development and Monitoring of Host Agencies/Work Sites: Describe the types of host agencies/work sites to be used, the procedure and criteria for their selection, and assurance that the agency provides the appropriate support for older workers. Describe the procedures to be used for monitoring work sites including who will monitor, when, for what purpose, and how documentation will be maintained. Explain methods and procedures that will be used to determine that participating non-profit agency work sites are exempt from taxation under the provisions of Section 501 c(3) of the IRS Code of 1954.
7. Host Agency Agreements: Describe and/or provide the agreement that will be used with host agencies to assure that proper orientation, supervision, and safe working conditions will be provided to participants.
8. Physical Examinations: Describe the process that will be used for offering the initial physical examinations and succeeding annual physical examinations. Indicate how you will encourage participants to take advantage of the offer and how the offers will be documented. Describe what attempts will be made to secure physical examinations at no cost or low cost to the program.
9. Supportive Services: Describe the supportive services to be provided to participants. Indicate the methods that will be used for determining needs and the resources available, the methods that will be used for follow-up, and how services will be documented. Describe the procedures to be used for providing/ensuring services to applicants determined ineligible for the SCSEP program.
10. Training: Describe how the need for job-related training prior to subsidized placement will be determined, how it will be provided and by whom.

11. Placement into Subsidized Employment: Describe how placement of participants into subsidized employment will be accomplished. Include the types of community service activities that will be emphasized, methods to be used to match participants with work assignments, and the extent to which participants will be placed in work assignments involving administration of the SCSEP. Describe the procedure and criteria to be used for developing participant job descriptions for subsidized employment.
12. Participant Job Performance Assessment: Describe how the assessment will be designed. Describe the procedure to be used for assessing participant job performance, including who will perform the assessment, frequency of the assessments, and how documentation will be maintained and utilized.
13. Placement into Unsubsidized Employment: Describe in detail what methods, procedures and steps will be used for placing participants into unsubsidized employment. Describe SCSEP training that may result in placement. Describe the participants increased earnings as a result of training and how it will be documented. Identify what staff positions will be responsible for enrollee employability planning, job development efforts, private sector initiatives and resource-mobilization effort.
14. Follow-up After Placement in Employment: Describe follow-up methods to be used for both unsubsidized placements and other terminations per federal guidelines.
15. Participant Personnel Guidelines, Including Due Process for Adverse Actions: Describe fully the system for due process which will be used in cases where an adverse action is contemplated against a participant or in any case where an applicant wishes to dispute an unfavorable determination. A written copy of the agency grievance procedures must be issued to each applicant and these procedures must be discussed during the enrollee's orientation to the project. All participants terminated for cause must be issued another copy of the procedures at the time of termination.
16. Nondiscrimination and Equal Employment Opportunities: Describe the mechanism that will be used for promoting the prevention and elimination of discrimination in employment.
17. Maintenance of Effort: Describe the steps to be taken to ensure compliance with the maintenance of effort regulation (20 CFR 641.844).
18. Interagency Goals: Describe the cooperative relationships and working linkages that will be established with agencies concerned with or experienced in working with older workers. Indicate any other cooperative or coordination relationships that would assist program performance.
19. Plans to Accomplish the Uninterrupted Transition of all Program Participants. Describe in detail the steps to be taken or the procedures to be used to accomplish a smooth, uninterrupted transition of all participants from one program to another.

C. **BUDGET**

The budget form is in Excel format and is attached as a separate document. A line item budget with descriptions and explanations is required describing how the total for each line item was developed. The line items should be concise and relevant and provide clear explanations. The computations must be adequate to allow a determination of reasonableness. Include information and computations regarding direct and indirect costs, and any in-kind match.

All costs must be classified as either "administrative costs" or "program costs."

1. Administrative costs may be both personnel and non-personnel and both direct and indirect costs. Administrative costs include but are not limited to:
 - a. Performing overall general administrative and coordination functions, including:
 1. Accounting, budgeting, financial and cash management functions; Procurement and purchasing functions;
 2. Property management functions; Personnel management functions; Payroll functions;
 3. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
 4. Audit functions;
 5. General legal services functions; and
 6. Developing systems and procedures, including information systems, required for these administrative functions.
 - b. Oversight and monitoring responsibilities related to administrative functions.
 - c. Cost of goods and services used for administrative functions of the program.
 - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the program.
 - e. Costs of information systems related to administrative functions.

2. Program costs include but are not limited to:
 - a. Participant wages and fringe benefits (not less than 75% of budget);
 - b. Outreach, recruitment and selection, intake, orientation, assessment, and preparation and updating IEPs;
 - c. Participant training provided on the job, in classroom setting, or utilizing other appropriate arrangements;
 - d. Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
 - e. Participant supportive services.
3. Participant Costs:
 - a. Participant Wages and Fringe Benefits: No less than seventy-five percent (75%) of the total amount of this project must be expended for Participant Earned Wages and Fringe Benefits (EW/FB). Physical examinations, which are per participant per State fiscal year (July 1 to June 30), are considered a fringe benefit. Allowable fringe benefits are discussed in 20 CFR 641.565 of the regulations for the SCSEP program. Note: Unemployment Insurance is not an allowable fringe benefit and should not be budgeted.
 1. Participant wages shall be the prevailing State minimum wage.
 2. Participant hours should be budgeted at no more than 20 hours per week.
 3. Benefits are limited to FICA (including Medicare) and Workers Compensation. Employment Security Contribution (ESC; or Unemployment Insurance) is not a reimbursable expense for the SCSEP Program. Thus, bidders should not include any portion of this cost in their proposal.
 - b. Supportive Services:

These costs include participant eyeglasses and exams, transportation, counseling and other supportive services to assist participants in successfully participating in the program.
4. Budget Format:
 - a. The budget is the financial expression of the proposal and will become a part of the contract document. It must include detailed information related to all projected expenditures for the entire

performance period. The proposing entity must prepare its proposed budget using the Excel forms included in this RFP. The format consists of the following:

1. Budget proposal form; and
 2. Line item budget including descriptions and explanations.
- b. It is recommended that bidders review federal regulations regarding allowable costs before submitting a proposal. Pertinent regulations regarding allowable costs and administrative rules begin at 20 CFR 641.800. Included in the Excel budget document are general and specific allowable administrative and program costs.

V. PROPOSAL REVIEW AND EVALUATION

A. EVALUATION

All proposals will first be reviewed for compliance with the submission requirements of the RFP. Proposals that fail to comply with all requirements may be eliminated from further consideration.

1. ORGANIZATION OR BUSINESS QUALIFICATIONS

- a. Experience with employment and training programs where applicable.
- b. Success with WIA, TANF, SCSEP, or other employment programs.
- c. Successful experience in working with older adults.
- d. Expertise regarding assessment, plan development and job search activities.

2. MANAGEMENT OF COMMUNITY SERVICE PROGRAMS

Indication of competence of the proposing agency in managing community service programs as evidenced by the detailed description and responses to the management section of the proposal.

3. TECHNICAL

- a. Indication of bidder's understanding of the work required to achieve the stated goals as evidenced by the completeness and responsiveness of the narrative describing the planned approach for providing services.
- b. Recruitment methods appropriate for targeted population and region.
- c. Screening and assessment of applicants to adequately evaluate

their training readiness, possession of requisite skills for training success, and identifying issues which would require supportive services.

- d. Coordination and provision of job search and job development activities to promote participants movement to unsubsidized employment.

4. **BUDGET**

- a. A clear and concise detailed budget as presented in the budget section.
- b. The budget must reflect appropriate costs in appropriate categories according to federal regulations.
- c. The budget must indicate that no less than 75% of the grant will be expended toward participant wages and fringe benefits.

Make separate attachment APPENDIX A - RFP CONTACT SHEET

Agency Name:_____

Mailing Address:_____

* * * * *

Agency Exec. Director/President:_____

Phone Number:_____ Fax Number:_____

Email Address:_____

* * * * *

Program Contact Name:_____

Phone Number:_____ Fax Number:_____

Email Address:_____

* * * * *

Program Financial Contact Person:_____

Phone Number:_____ Fax Number:_____

Email Address:_____

Make separate attachment

DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION - APPENDIX B

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F,1,_____, the undersigned, in representation of _____, the grantee, attest and certify that the grantee will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:

2. The dangers of drug in the workplace,
3. The grantee's policy of maintaining a drug-free workplace;
4. Any available drug counseling, rehabilitation, and employee assistance programs; and
5. The penalties that may be imposed upon employees, for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

1. Abide by the terms of the statement; and
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notify the agency in writing ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

1. Taking appropriate personnel action against, such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, state, zip code):

Check () if there are workplaces on file that are not identified here.

Signature of Authorized Official

Date

Printed Name of Authorized Official

Title

CERTIFICATIONS AND ASSURANCES - APPENDIX C

I hereby certify that as the designated representative of the agency listed below, the following certifications and assurances have been read, understood and agreed to in the operation of SCSEP.

1. The grantee agrees to comply with all federal, state, and local laws and regulations, including Title V of the Older Americans Act and federal regulations 20 CFR 641, and to comply with the terms and conditions set forth in the applicable Request for Proposals and grant application. Failure of a grantee to accept and comply by these grant obligations may result in cancellation of the grant. The State of ***** reserves the right to negotiate funding and service levels for any continuation grants.
2. Federal funds will be used to supplement and extend the SCSEP program and will not be used to supplant local funds.
3. Reimbursement of SCSEP expenditures will be made after the Employment Security Division at the Department of Labor and Workforce Development accepts the Monthly Invoice Form. This report is due by the 15th of the following month for which reimbursement is requested.
4. The contractor will control and account for all funds received and expended so that such funds are clearly identifiable to the SCSEP Program.
5. Travel and per diem will be paid to part-time and full-time program staff based on the grantee's travel policy.
6. The contractor will comply with the ***** Department of Labor equal opportunities guidelines.
7. The contractor shall maintain applicable and required insurance in force at all times during the performance of services under the contract, including but not limited to: Worker's Compensation, automobile insurance, and general liability insurance.
8. The contractor will submit to the State of ***** a copy of the appropriate audit report as required.
9. The contractor will assist State of ***** and federal staff during on-site reviews of activities, records, and accounts related to the SCSEP program within the limits of advance notice, and with recognition of the right of due process in the event of adverse decisions.
10. The contractor will participate in an annual evaluation process as prescribed by the Department of Labor.
11. The contractor will participate in the development of One-Stop Job Centers by providing support for basic skills educational services in accordance with the Workforce Investment Act and will develop and maintain Memoranda of Understanding with relevant Workforce Partners.
12. All information contained in the application for SCSEP funds will be true and correct according to the best knowledge of the grantee.

My signature below indicates I have read and understand the above Certifications and Assurances and agree to be bound by these terms and conditions in the operation of my program. In addition, my signature is an authorized representative signature of the entity I represent.

Authorized Signature

Date

Typed or Printed Name of Signatory

Agency Name

GLOSSARY OF TERMS - APPENDIX D

Authorized Position(s): The number of SCSEP enrollment opportunities than can be supported for a 12-month period based on the average national unit cost.

Contractor: The agency that enters into a contract to deliver services on behalf of the State. The ***** Department of Human Services (the Grantee), Division of Aging and Adult Services, Aging Services Unit oversees the DOL grant on behalf of the State of *****.

Greatest Social Need: The need caused by non-economic factors which include: physical and mental disabilities; language barriers and cultural, social or geographical isolation, including isolation caused by racial or ethnic status that restricts the ability of an individual to perform normal daily tasks or threatens the capacity of the individual to live independently.

Host Agency: A public agency or private non-profit organization, which is exempt from taxation under the provisions of the Internal Revenue Code of 1986, that provides a worksite and supervision for SCSEP participant(s).

Individual Employment Plan (IEP): A plan for a participant that includes an employment goal, achievement of objectives, an appropriate sequence of services for the participant based on an assessment, conducted by the contractor, and jointly agreed upon by the participant.

One-Stop-Job-Centers: The One-Stop-Job-Center system in a Workforce Investment Act local area which must include, a comprehensive One-Stop-Center through which One-Stop-Center partners provide applicable core services, and provide access to other programs and services carried out by the One-Stop-Centers.

One-Stop-Centers Delivery System: A system under which employment and training programs, services, and activities are available through a network of eligible One-Stop partners, which assures that information about and access to core services is available regardless of where the individuals initially enter the statewide workforce investment system.

Participant: An individual who is eligible for the SCSEP, has been enrolled and is receiving services, including orientation, assessment, training, counseling, and other services.

Placement: Placement into unsubsidized, full or part-time paid employment, in the public or private sector by a participant for 30 days within a 90-day period without the use of funds under Title V or any other Federal or State employment subsidy program, or the equivalent of such employment as measured by the earnings of a participant through the use of wage records or other appropriate methods.

Residence: An individual's declared dwelling place or address, as verified by appropriate documentation.

Retention: Retention in public or private unsubsidized employment means full or part-time paid employment in the public or private sector by a participant for 6-months after starting date of placement into unsubsidized employment, without the use of funds under Title V, or any other Federal or State employment subsidy program.

SCSEP: Senior Community Service Employment Program (SCSEP) authorized under Title V of the Older Americans Act.

Supportive Services: Assist participants in successfully participating in SCSEP projects, including but not limited to payment of reasonable costs of transportation; health care and medical services; special job-related or personal counseling; incidentals such as work shoes, badges, uniforms, eyeglasses, and tools; child and adult care; temporary shelter; and follow-up services.